

Sample Board Member Job Description

Service on [organization's name]'s board of trustees carries with it the responsibility to serve as a thoughtful and committed steward for the organization.

Trustees are the custodians of [organization's name]'s integrity. They hold in trust the organization's reputation as defined by its founders and its mission statement, and as further developed by those who have served [organization's name] in the past. Trustees accept the obligation to not only preserve, but also to advance [organization's name] by virtue of their time, talents, and resources. Members of [organization's name]'s board of trustees agree to:

- Service
 - Attend all board meetings in person or, if necessary, by phone unless prohibited by an unavoidable personal or business conflict
 - Serve on at least one standing committee
 - Review agendas and supporting materials prior to all board and committee meetings
 - Actively participate in and contribute to all board and committee meetings
- Knowledge
 - Participate in [organization's name]'s board orientation process
 - Stay informed about [organization's name]'s operations, finances, and developments in horticulture, historic preservation, and related fields by reading materials provided by the staff and participating in [organization's name] programs as appropriate
- Financial Support
 - While serving as a trustee, make a meaningful personal annual unrestricted cash gift that represents [organization's name] as one of each trustee's top philanthropic priorities
 - Generously support [organization's name]'s fundraising events and activities
- Fundraising
 - Identify prospective corporations, foundations, individuals, and/or organizations capable of providing financial support and assist in cultivating their interest where appropriate
 - Invite others to participate in [organization's name]'s fundraising activities and serve as their hosts at those event(s)
- Networking
 - Promote [organization's name] among trustees' friends, business associates, and colleagues
 - Support [organization's name]'s advocacy efforts with local, state, and federal agencies

- Governance
- Participate in the board's annual self-evaluation process
 - Adhere to [organization's name] various policies and procedures
 - Work collegially with [organization's name]'s staff and fellow trustees
 - Suggest to the governance committee the names of other highly qualified individuals for possible service on the board of trustees

In order to support the board of trustees in its important role, [organization's name]'s board and staff leadership will:

- Provide periodic financial reports and updates on [organization's name]'s programs and activities
- Keep trustees informed about issues affecting gardens and historic sites, and provide them with opportunities for professional development in these and other areas
- Maintain trustees and officer's liability coverage
- Respond promptly to trustees' questions and requests for additional information
- Provide opportunities for trustees to speak with the executive director and/or president of the board of trustees.